Iowa Central Community College

WebAdvisor

Grade Book System

User's Manual

Developed by: Warren Bauer April 2009

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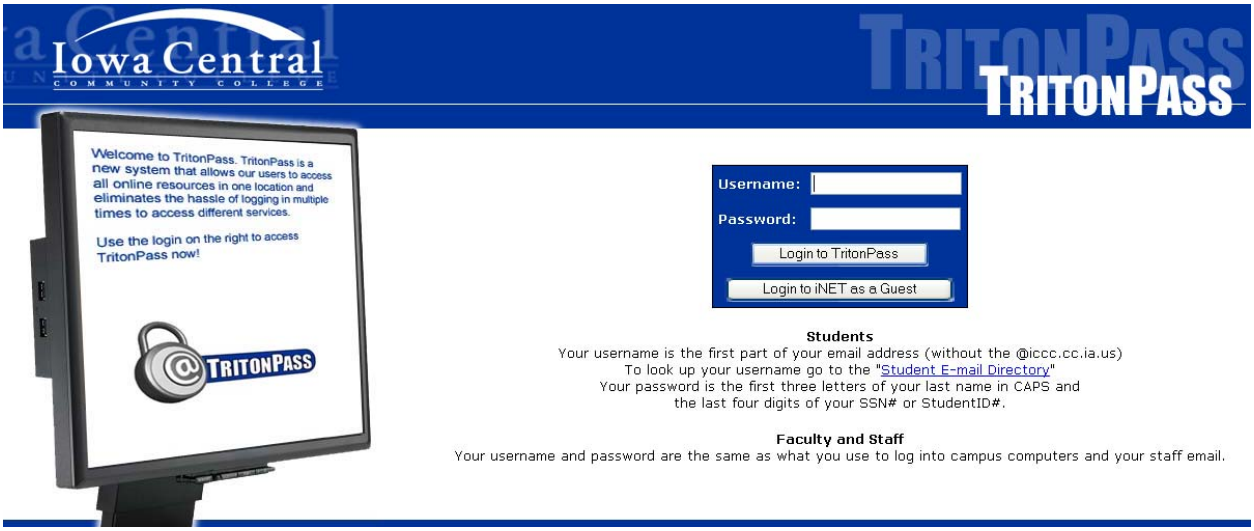
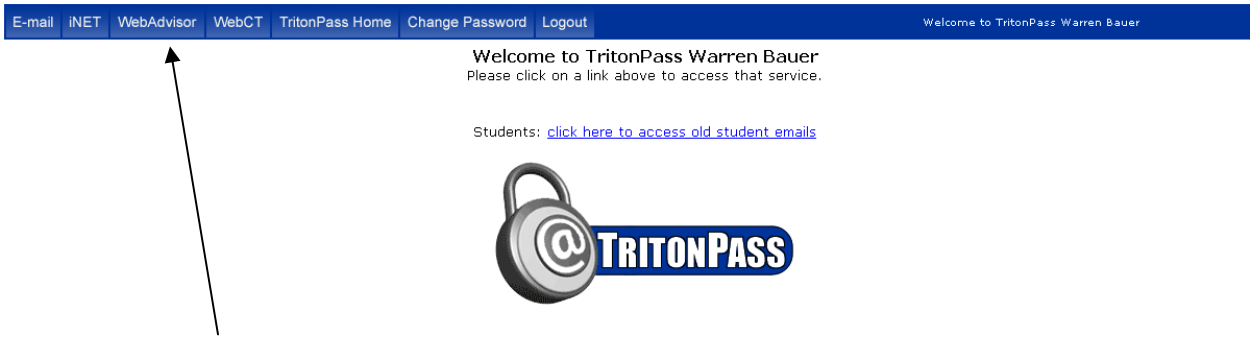
Signing in to WebAdvisor

Go to the Iowa Central Community College home page. Click on the TritonPass link.


Iowa Central
COMMUNITY COLLEGE
TRITONPASS
Welcome to TritonPass. TritonPass is a new system that allows our users to access all online resources in one location and eliminates the hassle of logging in multiple times to access different services.
Use the login on the right to access TritonPass now!
TRITONPASS
Username:
Password:
Login to TritonPass
Login to iNET as a Guest
Students
Your username is the first part of your email address (without the @iccc.cc.ia.us)
To look up your username go to the "Student E-mail Directory"
Your password is the first three letters of your last name in CAPS and the last four digits of your SSN# or StudentID#.
Faculty and Staff
Your username and password are the same as what you use to log into campus computers and your staff email.

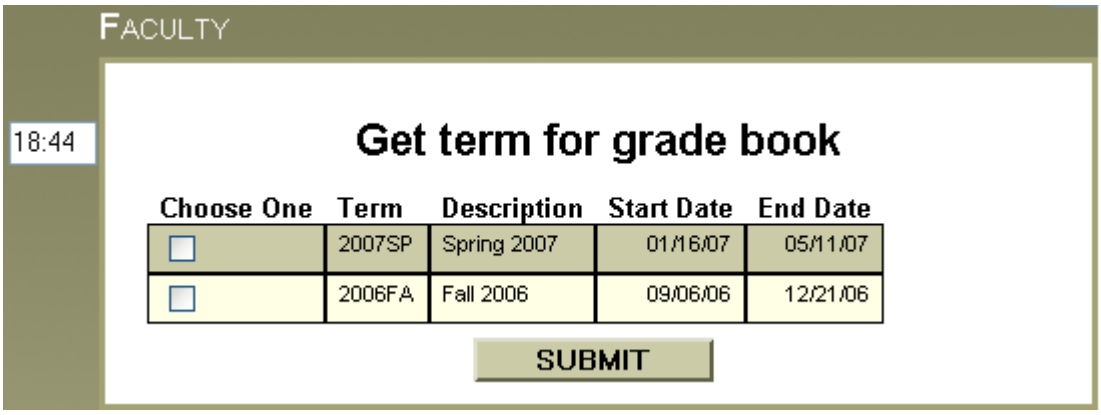
Username = Your email username name
Password= Your email password



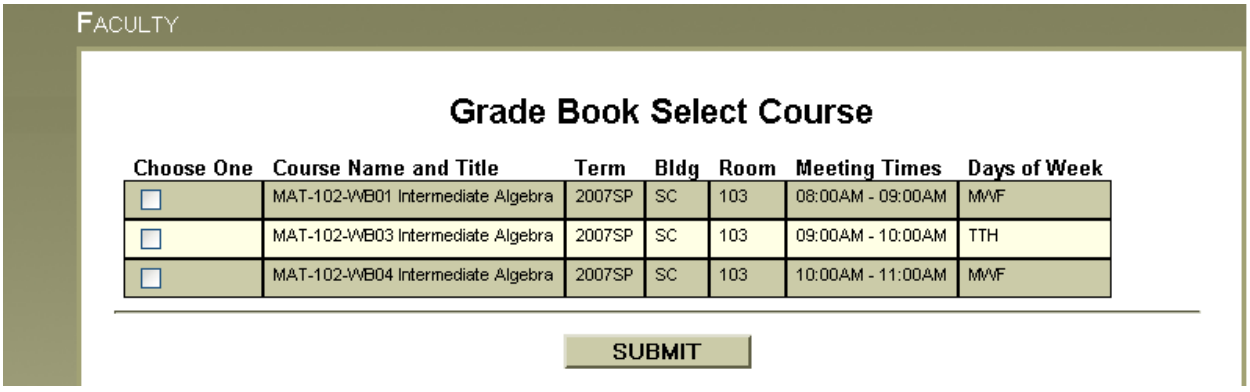
Click on WebAdvisor

Getting Started with Grade Book

Then click on "Grade Book".



Check the box by the term that you want and click on "Submit".



Select the course you want.

The next screen will look like this. This is the main setup for the whole grade book.

Grade Book Setup

Class Name MAT-102-WB01 Intermediate Algebra

Overall Grading Method

Grade	Min Score
A+	
A	90.00
A-	
B+	
B	80.00
B-	
C+	
C	70.00
C-	
D+	
D	60.00
D-	

Choose as many as needed	Num	Categories	Weight	Throw Out	Factor Blanks	Default Points	Sort Order	Weight Method	Assignments
		Classwork			☑			Each Point Equally	
		Clinicals			☑			Each Point Equally	
		Discussion			☑			Each Point Equally	
		Essays			☑			Each Point Equally	
		Finals			☑			Each Point Equally	
		Forums			☑			Each Point Equally	
		Homework			☑			Each Point Equally	
		Investigations			☑			Each Point Equally	
		Labs			☑			Each Point Equally	
		Midterms			☑			Each Point Equally	
		Papers			☑			Each Point Equally	
		Participation			☑			Each Point Equally	
		Perfomances			☑			Each Point Equally	
		Presentation			☑			Each Point Equally	
		Projects			☑			Each Point Equally	
		Quizzes			☑			Each Point Equally	
		Readings			☑			Each Point Equally	
		Reviews			☑			Each Point Equally	
		Seatwork			☑			Each Point Equally	
		Summary			☑			Each Point Equally	
		Tests			☑			Each Point Equally	

Other Categories	Weight	Throw Out	Factor Blanks	Default Points	Sort Order	Weight Method
			☑			Each Point Equally
			☑			Each Point Equally

Attendance Points Tardy Points Category Weight

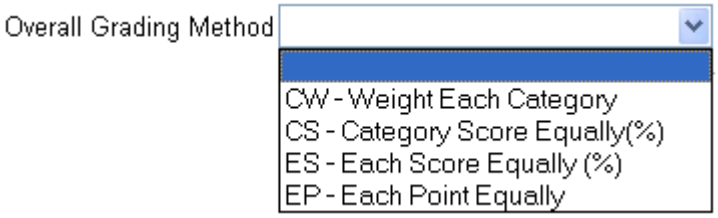
For the first categories the student must have a min percentage of

When do you Want the Assigments Published to the students When Scores Entered

Check To Include **Sections to Include with Grade Book**

SUBMIT

Setting the Overall Grading Method



Overall grading Method:

Examples

	Weight	Possible	Score	Percent
Test	60	300	230	76.66
Test 1		100	50	50.00
Test 2		200	180	90.00
Quizzes	40	100	90	90.00
Quiz 1		20	17	85.00
Quiz 2		80	73	91.25

CW – Weight Each Category

(76.66% * 60+ 90% * 40) / (60 + 40) = 8199.6/100 = 82.00%

CS – Category Score Equally

(76.66% + 90.00%) / 2 = 83.33%

ES – Each Score Equally

(50% + 90% + 85% + 91.25%) / 4 = 79.06%

EP – Each Point Equally

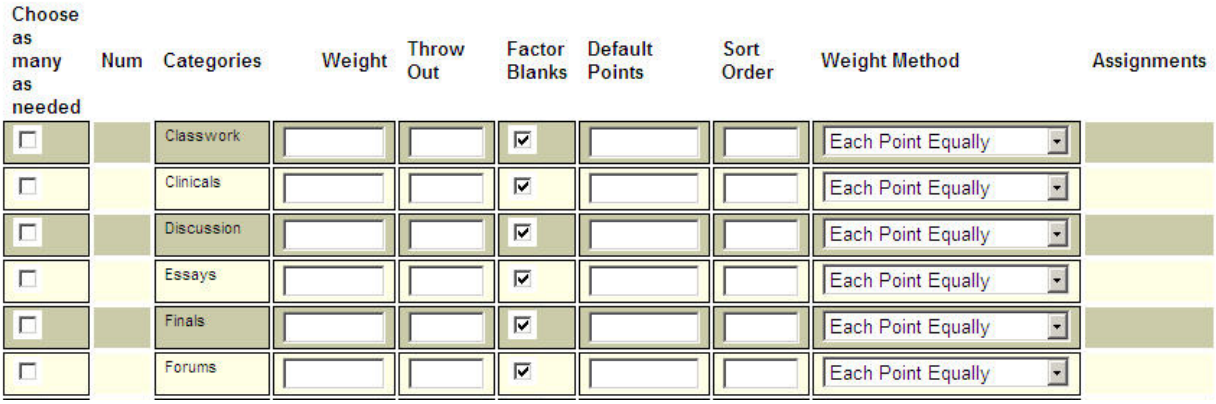
(230 + 90) / (300 + 100) = 80.00%

Setting the Grading Scale

Grade	Min Score
A+	
A	90.00
A-	
B+	
B	80.00
B-	
C+	
C	70.00
C-	
D+	
D	60.00
D-	

You may enter any grade that you want with a minimum score. If you don't put a score beside each grade the first time, you can manually add the grades back in. Only whole (no + or -) grades will be put into Datatel final records.

Selecting Categories



You may check any category that you want included in your grading structure.

Weight: You will only have to put in weight if you have selected the "CW" option on the overall grading method.

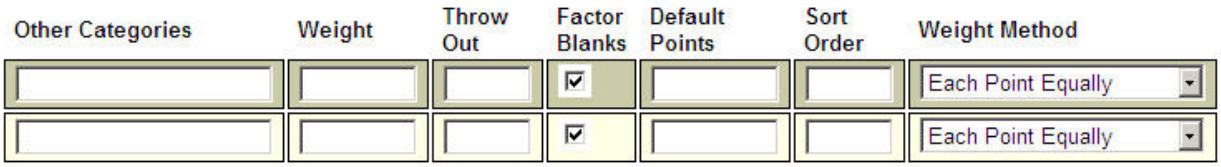
Throw Out: If you want to throw out the lowest scores you can put a number in here to throw out. If the number of throw out is less then five the grade book will not throw out the lowest scores if it helps the student overall grade.

Factor Blanks: If you don't won't to have a blank grade count against the student you can uncheck this box. **IMPORTANT YOU NEED TO UNCHECK THESE IF YOU ARE TEACHING A FLEXNET COURSE**

Default Points: If you fill this in, it will auto fill the next page. You will still be able to change each assignment.

Sort Order: If you don't like the order the categories are in you can put numbers to determine the order you want them displayed.

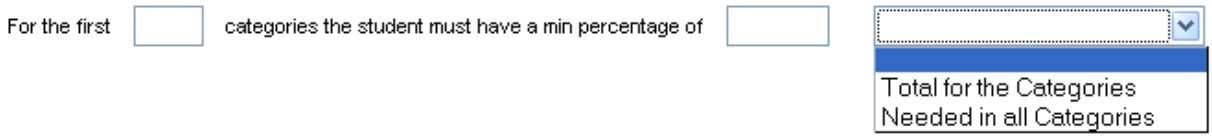
Weight Method: Same as overall grading method only dealing with each assignment instead of categories.



If your category is not listed above, you can type it in here.

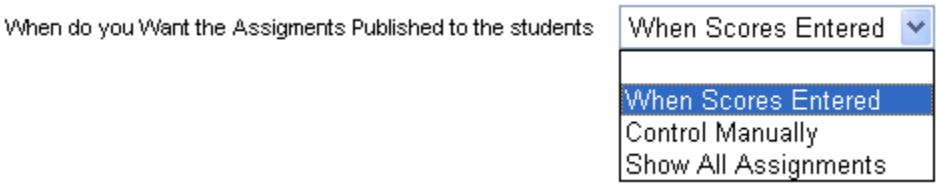
If you use the attendance feature of the grade book, you can give points for participation. The "Category Weight" is used if you select "CW" for the overall grading method.

Special Area for the Health Department



If you require a minimum percentage for any category before the rest of the work be considered, then use this area to do it. Example:. A student has to have at least 75% on test and quizzes before any other work is included in the final grade. **Important:** this is based on sort order so test and quizzes must be 1 and 2. Put a 2 in the first box and 75 in the second box. Then select which overall type you want.

When are Assignments Published

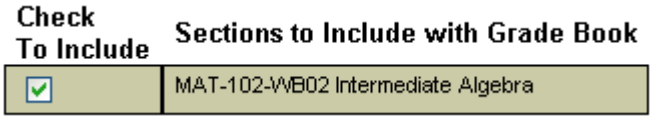

When do you Want the Assigments Published to the students
When Scores Entered
When Scores Entered
Control Manually
Show All Assignments

You have three options regarding when an assignment is published to the students.

1. When Scores Entered - As soon as you enter one score for an assignment all the students will see the assignment.
2. Control Manually – You will manually check each assignment when you want the assignment published to the students.
3. Show All Assignments – Shows all assignments to the students. (This is good for Internet courses)

Note: You can always override the publish flag.

Cross-Listed Courses

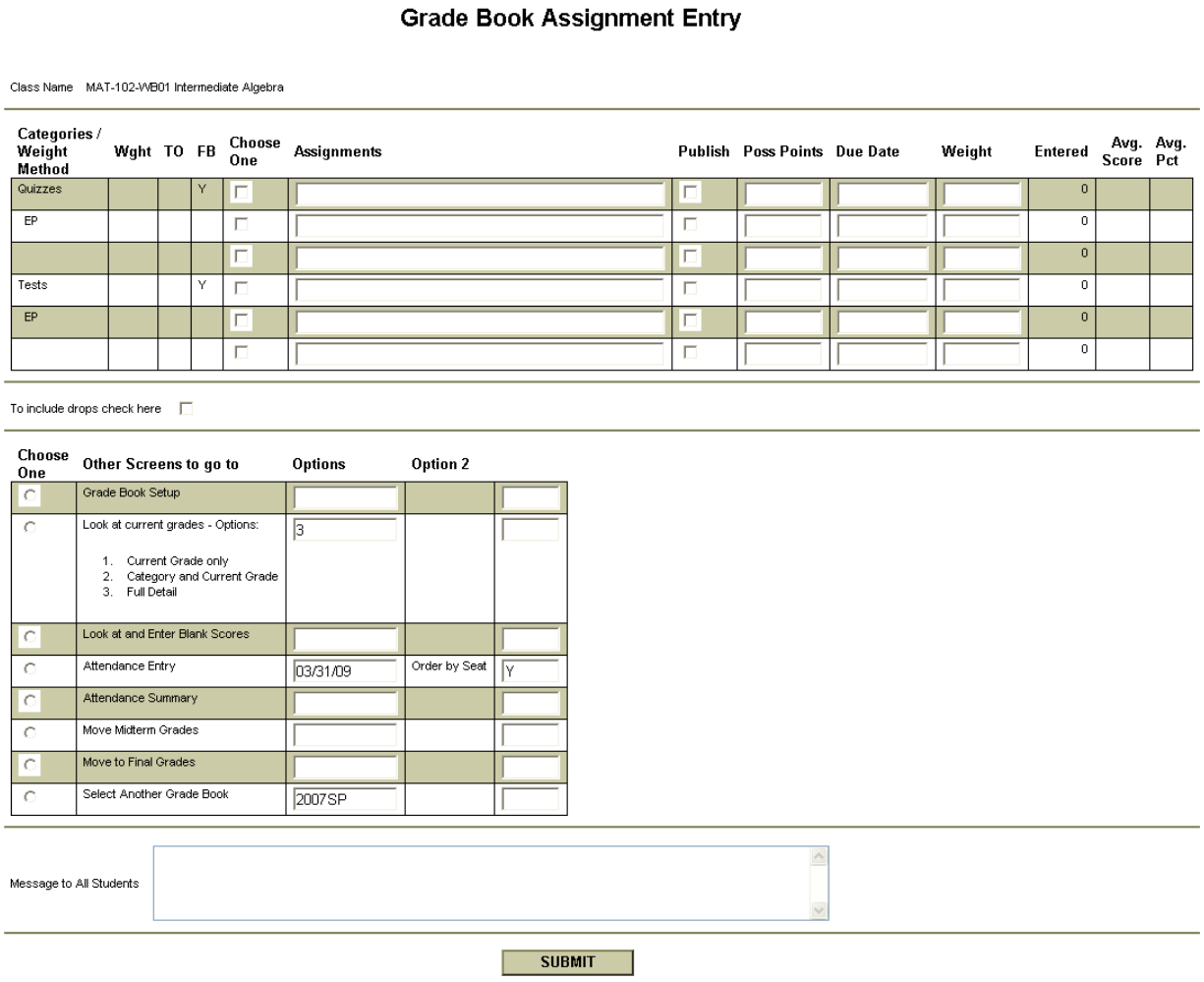


This section is for cross-listed courses. You can select which cross-listed courses will be included on this grade book.

Click on the “Submit” button.

Enter Assignments

This is the main page for the grade book system. After you have filled in the grade book setup screen, this is the screen that you will go to when you select the course.



Grade Book Assignment Entry

Class Name MAT-102-WB01 Intermediate Algebra

Categories / Weight Method	Wght	TO	FB	Choose One	Assignments	Publish	Poss Points	Due Date	Weight	Entered	Avg. Score	Avg. Pct
Quizzes			Y							0		
EP										0		
										0		
Tests			Y							0		
EP										0		
										0		

To include drops check here

Choose One	Other Screens to go to	Options	Option 2	
	Grade Book Setup			
	Look at current grades - Options: 1. Current Grade only 2. Category and Current Grade 3. Full Detail	3		
	Look at and Enter Blank Scores			
	Attendance Entry	03/31/09	Order by Seat	Y
	Attendance Summary			
	Move Midterm Grades			
	Move to Final Grades			
	Select Another Grade Book	2007SP		

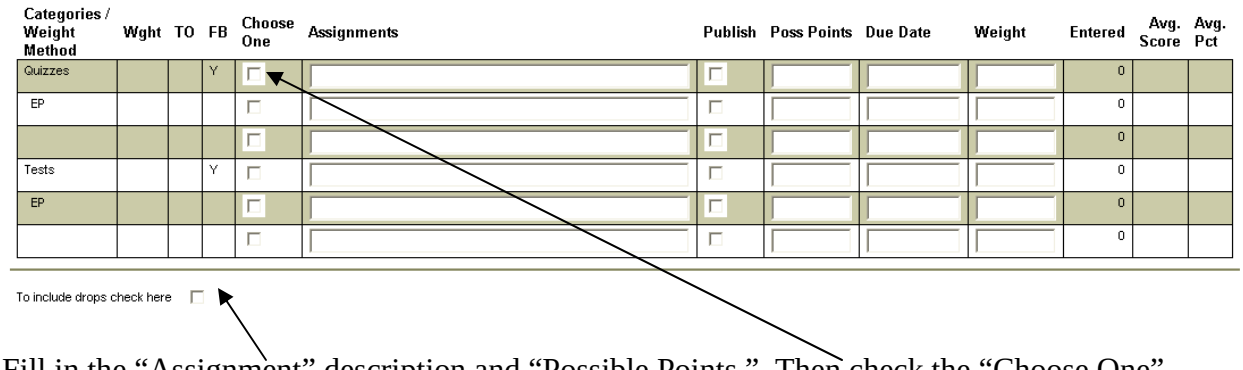
Message to All Students

SUBMIT

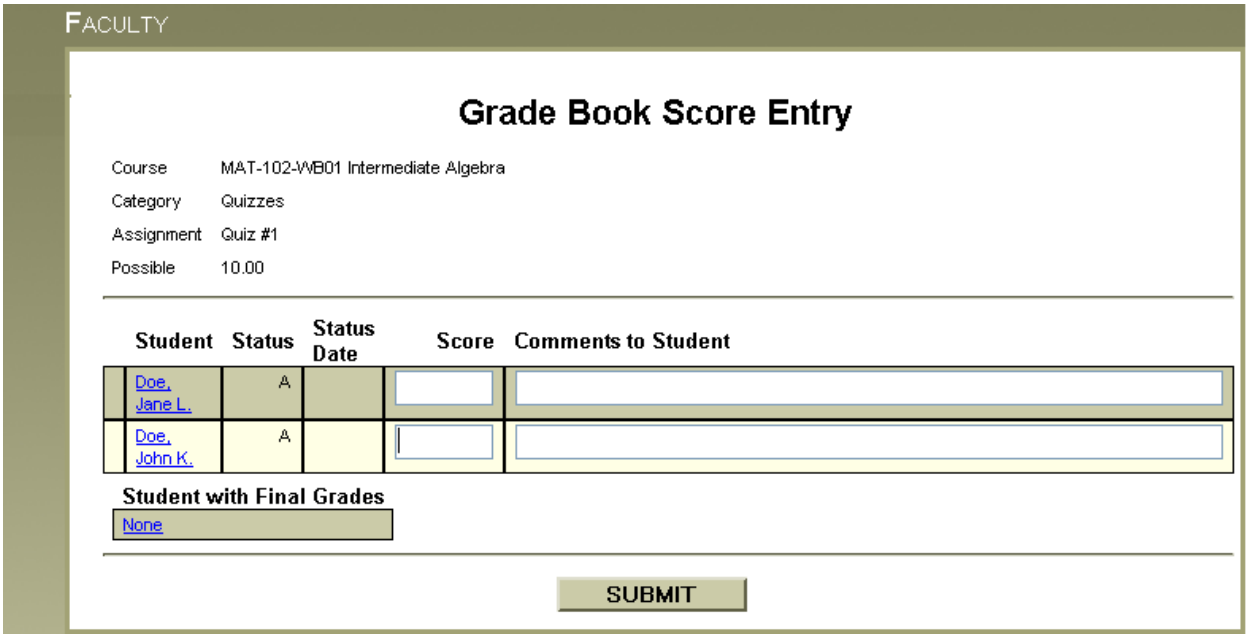
Enter the assignment descriptions in the “Assignments” column. Enter the possible points. You can enter 0 for extra credit assignments. “Due Date” is not being used for anything at this time. “Weight” only needs to be filled if you used assignment weighting for the category.

You may enter up to three assignments for each category before clicking the “Submit” button. By submitting the page, an additional three blank lines will be added.

Enter Grades



Fill in the "Assignment" description and "Possible Points." Then check the "Choose One" column. If you want to include dropped students, check the box at the bottom. Click on the "Submit" button.



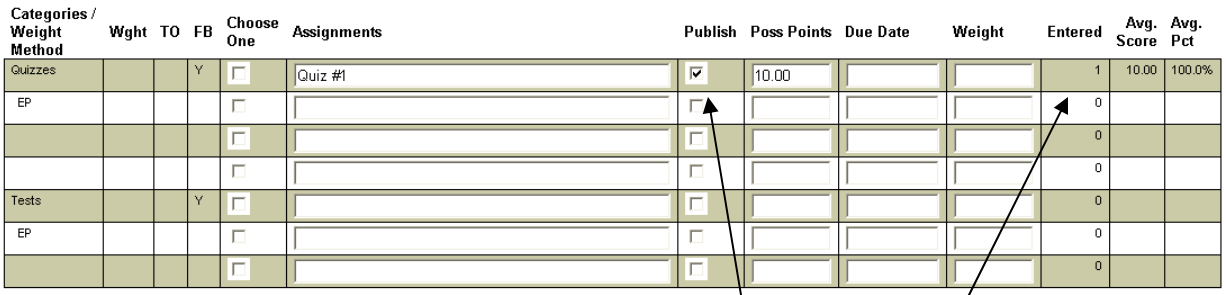
Enter the score for each student. You can also enter up to a 50 character comment that the **student will see.** The fastest way to enter the scores may be to enter the score and then tab 3 times. If you click on the student's name you can view that student's current grade information.

Optional Scores

-1 = Student is excused from the assignment. Shows up on the grade book for the student as excused. Does not count in final grade.

-2 = Same as above only the assignment does not show up in grade book at all.

Click the "Submit" button when finished.



Categories / Weight Method	Wght	TO	FB	Choose One	Assignments	Publish	Poss Points	Due Date	Weight	Entered	Avg. Score	Avg. Pct
Quizzes			Y	☐	Quiz #1	☑	10.00			1	10.00	100.0%
EP				☐		☐				0		
				☐		☐				0		
				☐		☐				0		
Tests			Y	☐		☐				0		
EP				☐		☐				0		
				☐		☐				0		

Notice the “Entered” column. It tells you how many scores you have entered for that assignment and also tells the average score and percentage. The checkmark under “Publish” means the students can see the assignment.

Other Screens

Choose One	Other Screens to go to	Options	Option 2	
○	Grade Book Setup			
○	Look at current grades - Options: 1. Current Grade only 2. Category and Current Grade 3. Full Detail	3		
○	Look at and Enter Blank Scores			
○	Attendance Entry	03/31/09	Order by Seat	Y
○	Attendance Summary			
○	Move Midterm Grades			
○	Move to Final Grades			
○	Select Another Grade Book	2007SP		

1. Grade Book Setup - If you need to change the basic setup of the course.
2. Look at current grades – It shows you what the current grades are. You can change the Options column. The student will always see option 3.
3. Look at and Enter Blank Grades - This will show you all students with blank grades and allows you to enter them. It displays by student and assignment.
4. Attendance Entry - You can change the date under the Options column. If you enter a seating assignment on the Attendance Entry screen, it will by default sort by that order. You can enter "N" and it will sort alphabetically. If you don't enter any seating assignments, it will sort alphabetically.
5. Attendance Summary - Shows you a summary and detail of each student.
6. Move Midterm Grades – Used to submit the midterm grades.
7. Move to Final Grades - Used to submit the final grades.
8. Select Another Grade Book- allows you to go to the next grade book without having to go to the menu.

Look at Current Grades

Choose One	Other Screens to go to	Options	Option 2	
☐	Grade Book Setup			
☐	Look at current grades (Detail level 1=Current Grade Only, 2=Category & Final, 3=Full Detail	3		
☐	Look at and Enter Blank Scores			
☐	Attendance Entry	01/12/07	Order by Seat	Y
☐	Attendance Summary			
☐	Move Midterm Grades			
☐	Move to Final Grades			

Check the box.
Decide which option you want.

1. = Current Grade only
2. = Show Category totals only
3. = Full Detail

This is the "Full Detail" screen (Option 3).

FACULTY

Grade Book Student Grades

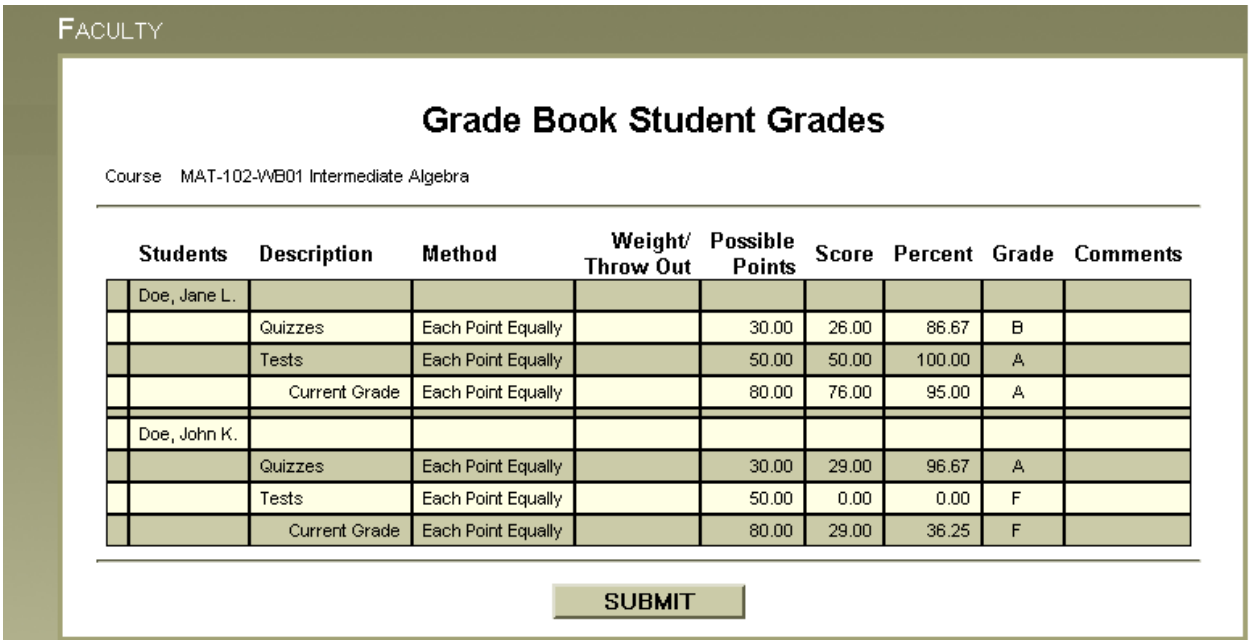
Course MAT-102-WB01 Intermediate Algebra

Students	Description	Method	Weight/ Throw Out	Possible Points	Score	Percent	Grade	Comments
Doe, Jane L.								
	Quizzes							
	Quiz #1			10.00	8.00	80.00	B	
	Quiz #2			20.00	18.00	90.00	A	
	Category Total	Each Point Equally		30.00	26.00	86.67	B	
	Tests							
	Test 1			50.00	50.00	100.00	A	Great!!
	Category Total	Each Point Equally		50.00	50.00	100.00	A	
	Current Grade	Each Point Equally		80.00	76.00	95.00	A	
Doe, John K.								
	Quizzes							
	Quiz #1			10.00	10.00	100.00	A	
	Quiz #2			20.00	19.00	95.00	A	Good Job
	Category Total	Each Point Equally		30.00	29.00	96.67	A	
	Tests							
	Test 1			50.00		0.00	F	
	Category Total	Each Point Equally		50.00	0.00	0.00	F	
	Current Grade	Each Point Equally		80.00	29.00	36.25	F	

SUBMIT

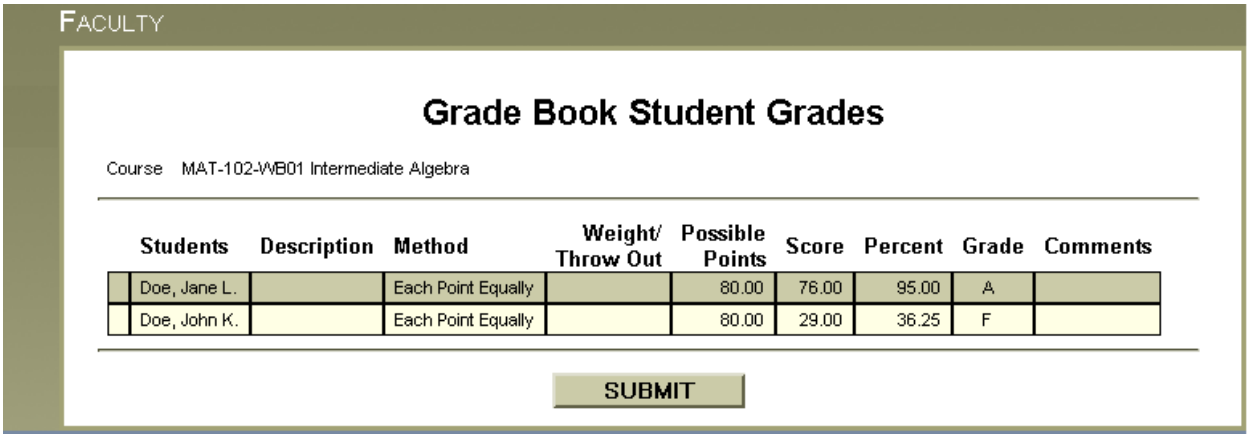
Option 3 is the same view the student will see.

This screen shows information by categories (Option 2).



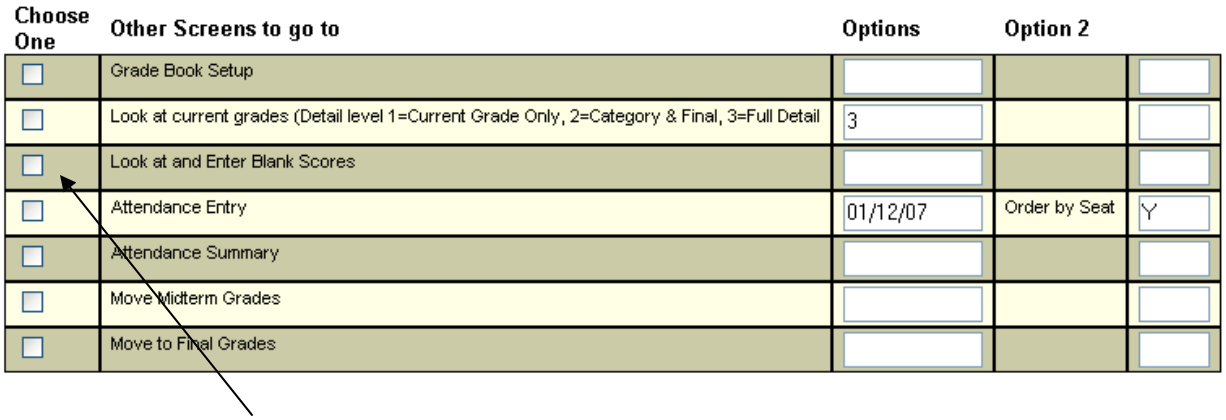
Students	Description	Method	Weight/ Throw Out	Possible Points	Score	Percent	Grade	Comments
Doe, Jane L.								
	Quizzes	Each Point Equally		30.00	26.00	86.67	B	
	Tests	Each Point Equally		50.00	50.00	100.00	A	
	Current Grade	Each Point Equally		80.00	76.00	95.00	A	
Doe, John K.								
	Quizzes	Each Point Equally		30.00	29.00	96.67	A	
	Tests	Each Point Equally		50.00	0.00	0.00	F	
	Current Grade	Each Point Equally		80.00	29.00	36.25	F	

This is the “Current Grade Only” screen (Option 1).



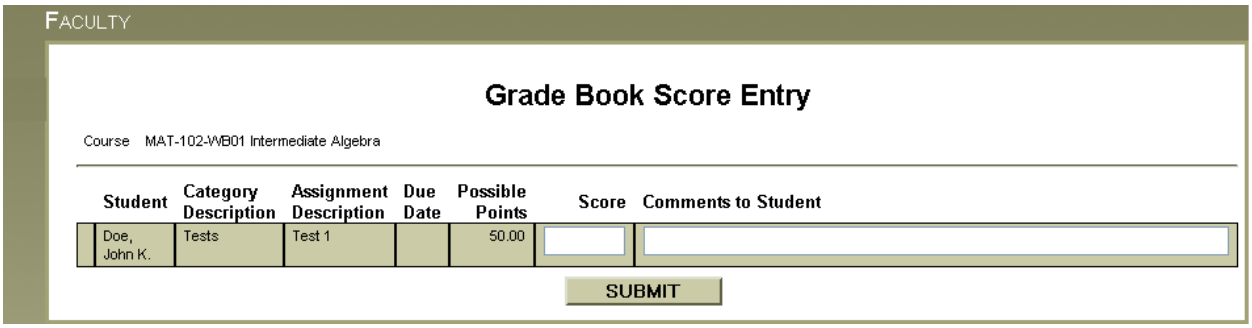
Students	Description	Method	Weight/ Throw Out	Possible Points	Score	Percent	Grade	Comments
Doe, Jane L.		Each Point Equally		80.00	76.00	95.00	A	
Doe, John K.		Each Point Equally		80.00	29.00	36.25	F	

Look at and Enter Blank Grades



Choose One	Other Screens to go to	Options	Option 2	
☐	Grade Book Setup			
☐	Look at current grades (Detail level 1=Current Grade Only, 2=Category & Final, 3=Full Detail	3		
☐	Look at and Enter Blank Scores			
☐	Attendance Entry	01/12/07	Order by Seat	Y
☐	Attendance Summary			
☐	Move Midterm Grades			
☐	Move to Final Grades			

Check the box by "Look at and Enter Blank Scores" and click the "Submit" button.



Enter the score for each student. You can also enter up to a 50 character comment that the **student will see.** The fastest way to enter the scores may be to enter the score and then tab 3 times.

Optional Scores

-1 = Student is excused from the assignment. Shows up on the grade book for the student as excused. Does not count in final grade.

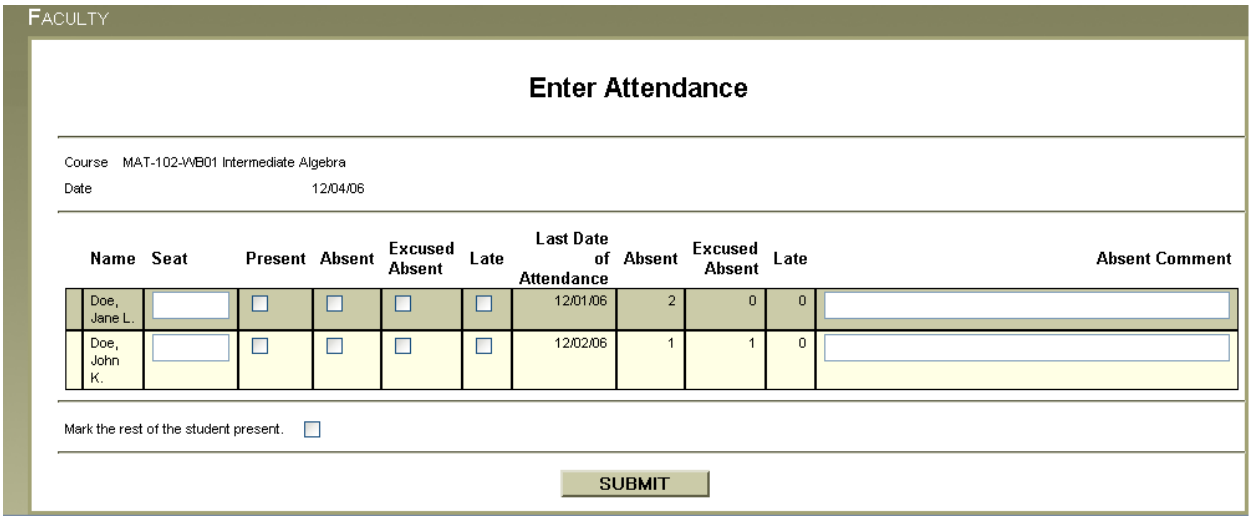
-2 = Same as above only the assignment does not show up in grade book at all.

Click the "Submit" button when done.

Enter Attendance

Choose One	Other Screens to go to	Options	Option 2	
☐	Grade Book Setup			
☐	Look at current grades (Detail level 1=Current Grade Only, 2=Category & Final, 3=Full Detail	3		
☐	Look at and Enter Blank Scores			
☐	Attendance Entry	01/12/07	Order by Seat	Y
☐	Attendance Summary			
☐	Move Midterm Grades			
☐	Move to Final Grades			

Select "Attendance Entry" and click the "Submit" button.. Under the "Options" column you can change the date if needed. By default the attendance roster will be in alphabetical order. If you put in seat assignments it will be in the assignment order. You can change Option 2 to "N" if you entered seating assignments and want it in alpha order.


FACULTY
Enter Attendance
Course MAT-102-WB01 Intermediate Algebra
Date 12/04/06
Name Seat Present Absent Excused Absent Late Last Date of Attendance Absent Excused Absent Late Absent Comment
Doe, Jane L. 12/01/06 2 0 0
Doe, John K. 12/02/06 1 1 0
Mark the rest of the student present.
SUBMIT

Check one checkbox for each student.

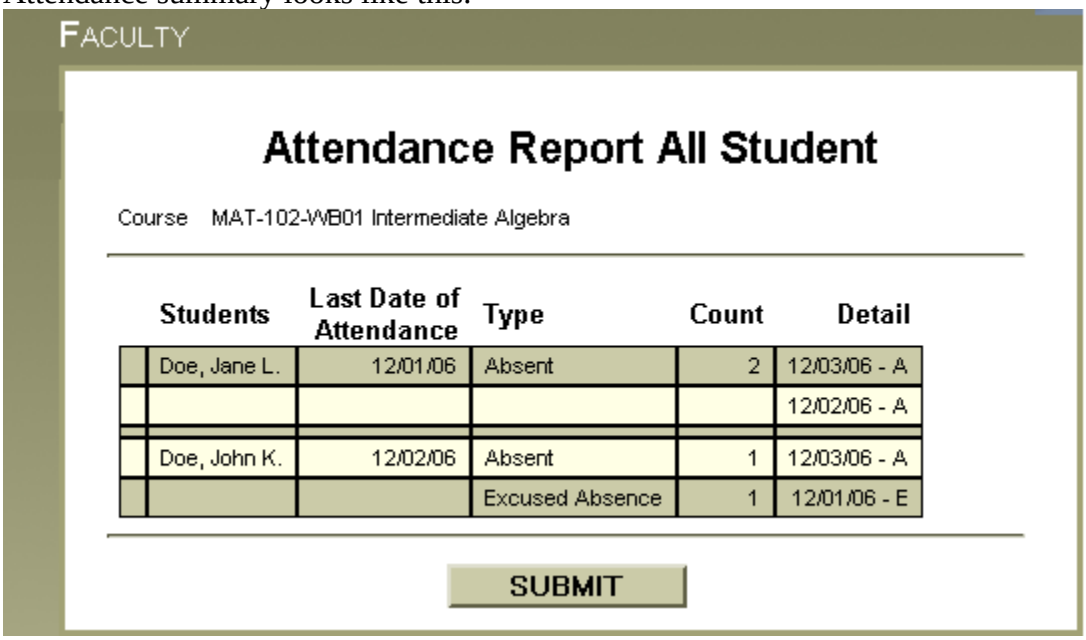
1. You can enter a seat assignment for the student if you want to change the order of this web page next time.
2. You can put up to 50 characters for comments.
3. You must mark every student or if you check the box at the bottom it will count all the unmarked students as present.

Attendance Summary

Choose One	Other Screens to go to	Options	Option 2	
☐	Grade Book Setup			
☐	Look at current grades (Detail level 1=Current Grade Only, 2=Category & Final, 3=Full Detail	3		
☐	Look at and Enter Blank Scores			
☐	Attendance Entry	01/12/07	Order by Seat	Y
☐	Attendance Summary			
☐	Move Midterm Grades			
☐	Move to Final Grades			

Check the box by "Attendance Entry" and click the "Submit" button.

Attendance summary looks like this.



Enter Final Grades

Choose One	Other Screens to go to	Options	Option 2	
☐	Grade Book Setup			
☐	Look at current grades (Detail level 1=Current Grade Only, 2=Category & Final, 3=Full Detail	3		
☐	Look at and Enter Blank Scores			
☐	Attendance Entry	01/12/07	Order by Seat	Y
☐	Attendance Summary			
☐	Move Midterm Grades			
☐	Move to Final Grades			

Check the box by "Move to Final Grades" and click the "Submit" button.

FACULTY

Gradebook Final Grades

WARNING you have a least one student with a blank score. The final grade will not be moved automatically.

Class Name MAT-102-WB01 Intermediate Algebra

Term 2006FA

Instructors

John K. Doe

Student	Gradebook Percent	Gradebook Grade	Blank Scores	Already Moved	Final Grade	Last Date of Attendance		Midterm Grade
Doe, Jane L.	95.00	A			A		☐	
Doe, John K.	36.25	F	1				☐	

Check here to move grades ☐

Please print, sign, and give to the department chair when the class has been completed.

Signature_____ Date: 01/12/07

SUBMIT

The grade book grade will automatically load the current grade book grade into the final grade column, if the student has no blank scores. If the student does have blank scores, please go to the "Look at and Enter Blank Scores" screen and enter a score for all assignments. You can change the final grade at this point. The "Last Date of Attendance" will be loaded if the grade book grade is an "F" and you have used the attendance system. You must check the box at the bottom to submit the final grades.

Importing Grades from iNET

INET ► NET242FD0108SP ► Assignments

Name	Assignment type	Due date	Submitted	Grade	Ungraded/Export
Topic Research	Upload a single file	Monday, 21 January 2008, 09:10 AM	View 1 submitted assignments	-	Export Grades
Module 1 Study Guide Submission	Upload a single file	Monday, 28 January 2008, 09:00 AM	No attempts have been made on this assignment	-	
					Export All Grades

First you will need to export the grades out of iNET. You can export both assignments and quiz grades. The link to export the grades is in the last column. You can export each assignment separately or all at once. (Note: these links will only show when all assignments have been graded.)

After you have exported the grades, go to the "WebAdvisor Grade Book Assignment Entry" screen.

Choose One	Other Screens to go to	Options	Option 2	
○	Grade Book Setup			
○	Look at current grades - Options: 1. Current Grade only 2. Category and Current Grade 3. Full Detail	3		
○	Load Scores from Inet		MAT102WB0107SP	
○	Look at and Enter Blank Scores			
○	Attendance Entry	04/03/09	Order by Seat	Y
○	Attendance Summary			
○	Move Midterm Grades			
○	Move to Final Grades			
○	Select Another Grade Book	2007SP		

When the grades have been moved from iNET to Datatel you will see the above line. Check the box and hit "Submit".

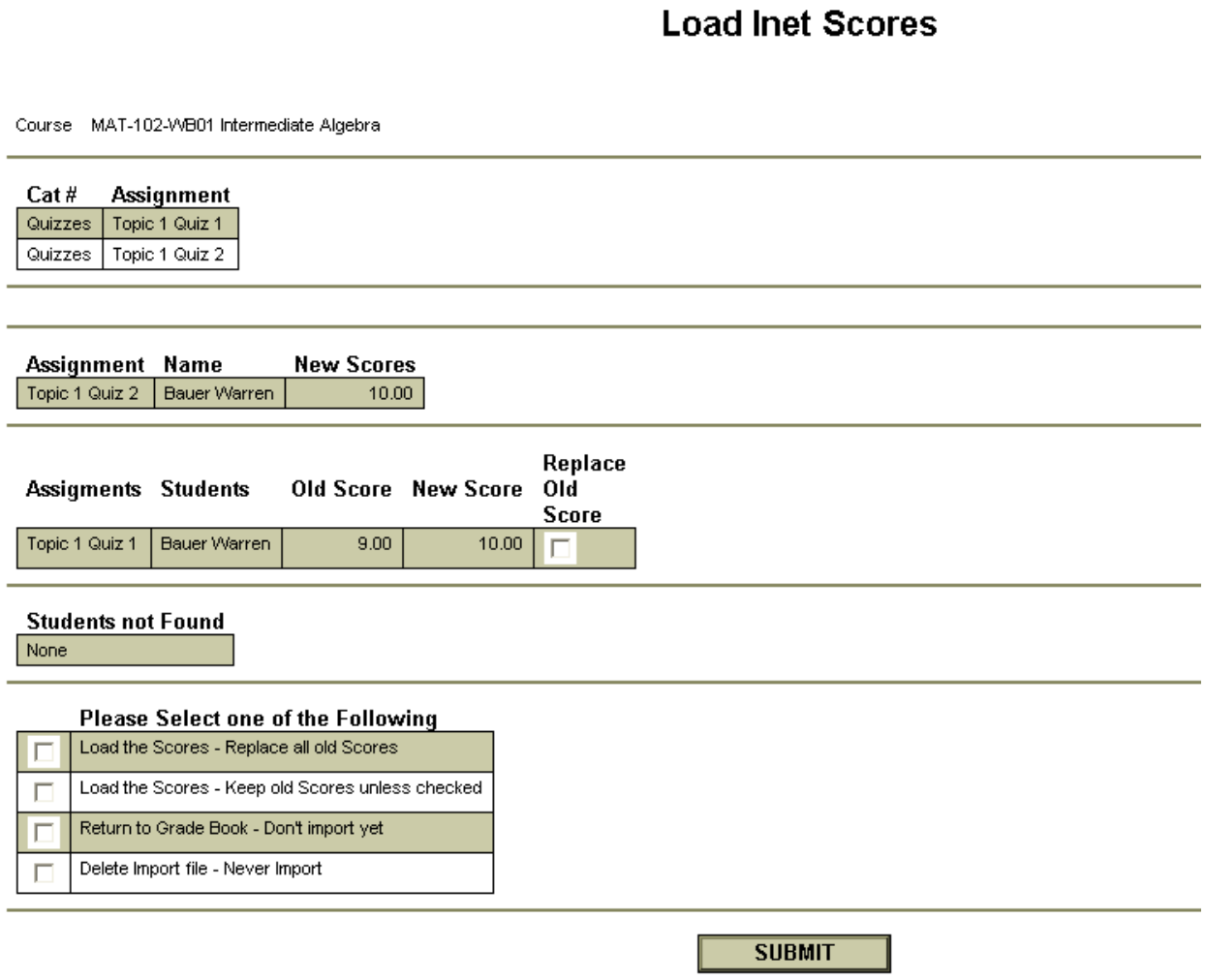
If you do not see the import screen next there is a mismatch for assignment name. Look at the top of the screen for assignment names that do not matched.

Grade Book Assignment Entry

Please add or change the following assignments: Topic 1 Quiz 1, Topic 1 Quiz 2

Class Name MAT-102-WB01 Intermediate Algebra

I have two mismatched assignment names. Add the new assignments or change a current assignment to match the iNET name. Then select "Load Scores from Inet."


Load Inet Scores
Course MAT-102-WB01 Intermediate Algebra
Cat # Assignment
Quizzes Topic 1 Quiz 1
Quizzes Topic 1 Quiz 2
Assignment Name New Scores
Topic 1 Quiz 2 Bauer Warren 10.00
Assigments Students Old Score New Score Replace Old Score
Topic 1 Quiz 1 Bauer Warren 9.00 10.00
Students not Found
None
Please Select one of the Following
Load the Scores - Replace all old Scores
Load the Scores - Keep old Scores unless checked
Return to Grade Book - Don't import yet
Delete Import file - Never Import
SUBMIT

"Load InetScores" is the import screen.

Cat #	Assignment
Quizzes	Topic 1 Quiz 1
Quizzes	Topic 1 Quiz 2

Table 1

Table 1 shows the assignments that are being imported and what category each assignment is under.

Assignment	Name	New Scores
Topic 1 Quiz 2	Bauer Warren	10.00

Table 2

Table 2 shows the new scores that are being imported.

Students not Found
None

Table 3

Hopefully you will never have any students show up here. This means you exported some scores for students that are not enrolled in your course.

Assigments	Students	Old Score	New Score	Replace Old Score
Topic 1 Quiz 1	Bauer Warren	9.00	10.00	☐

Table 4

Tables 4 and 5 should be looked at together. Table 4 is showing the scores where iNET has a different score than the grade book.

Please Select one of the Following	
☐	Load the Scores - Replace all old Scores
☐	Load the Scores - Keep old Scores unless checked
☐	Return to Grade Book - Don't import yet
☐	Delete Import file - Never Import

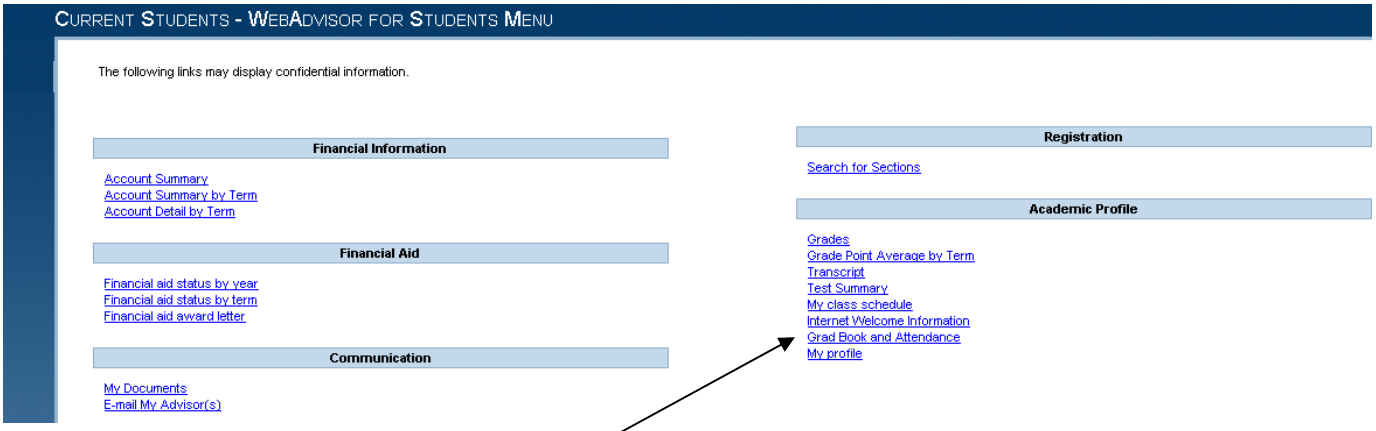
Table 5

If Table 4 is empty you can select either of the first two options in Table 5 and hit “Submit”.

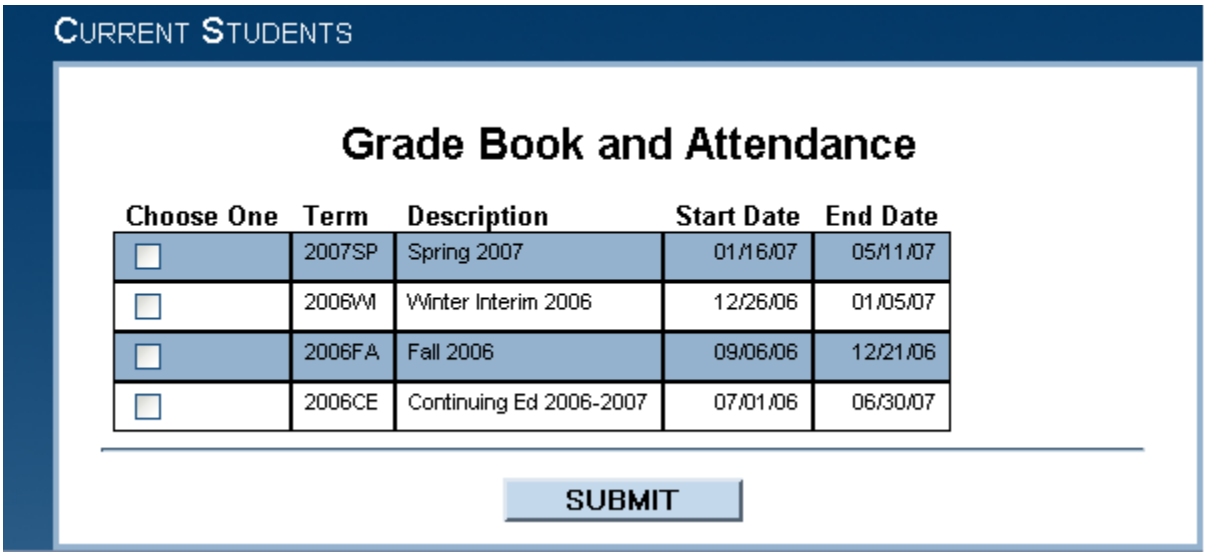
If you have scores in Table 4 then you must decide what you want to do:

1. If you want to replace all the scores in the grade book with the ones for iNET then select the first option in Table 5 and hit “Submit”.
2. You can select which scores you want replaced in Table 4 and select the second option in Table 5 and hit “Submit”.
3. Selecting the third option in the Table 5 and hitting “Submit” will not replace any grade book scores.

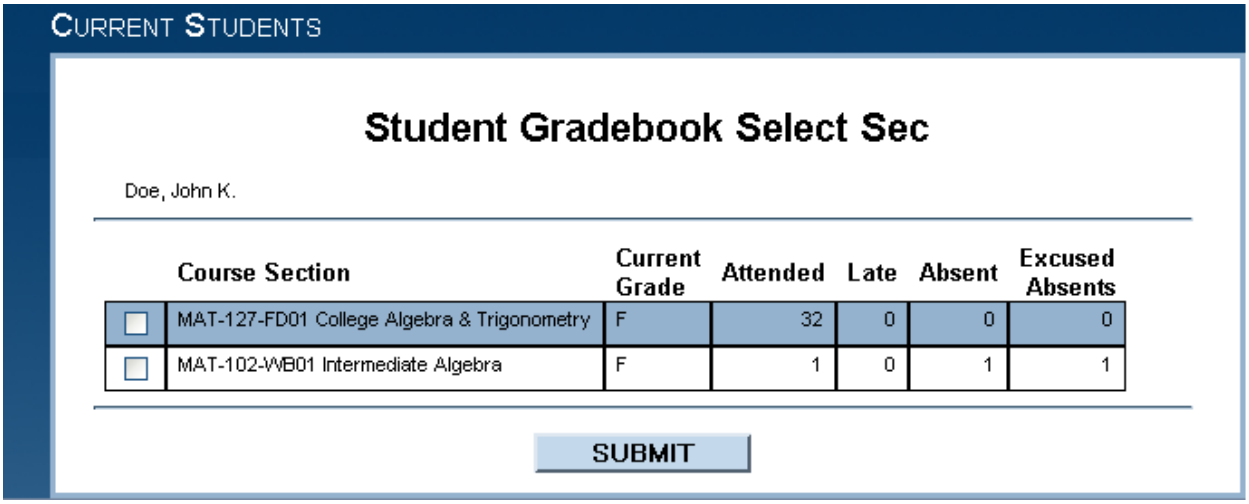
Grade Book for Students



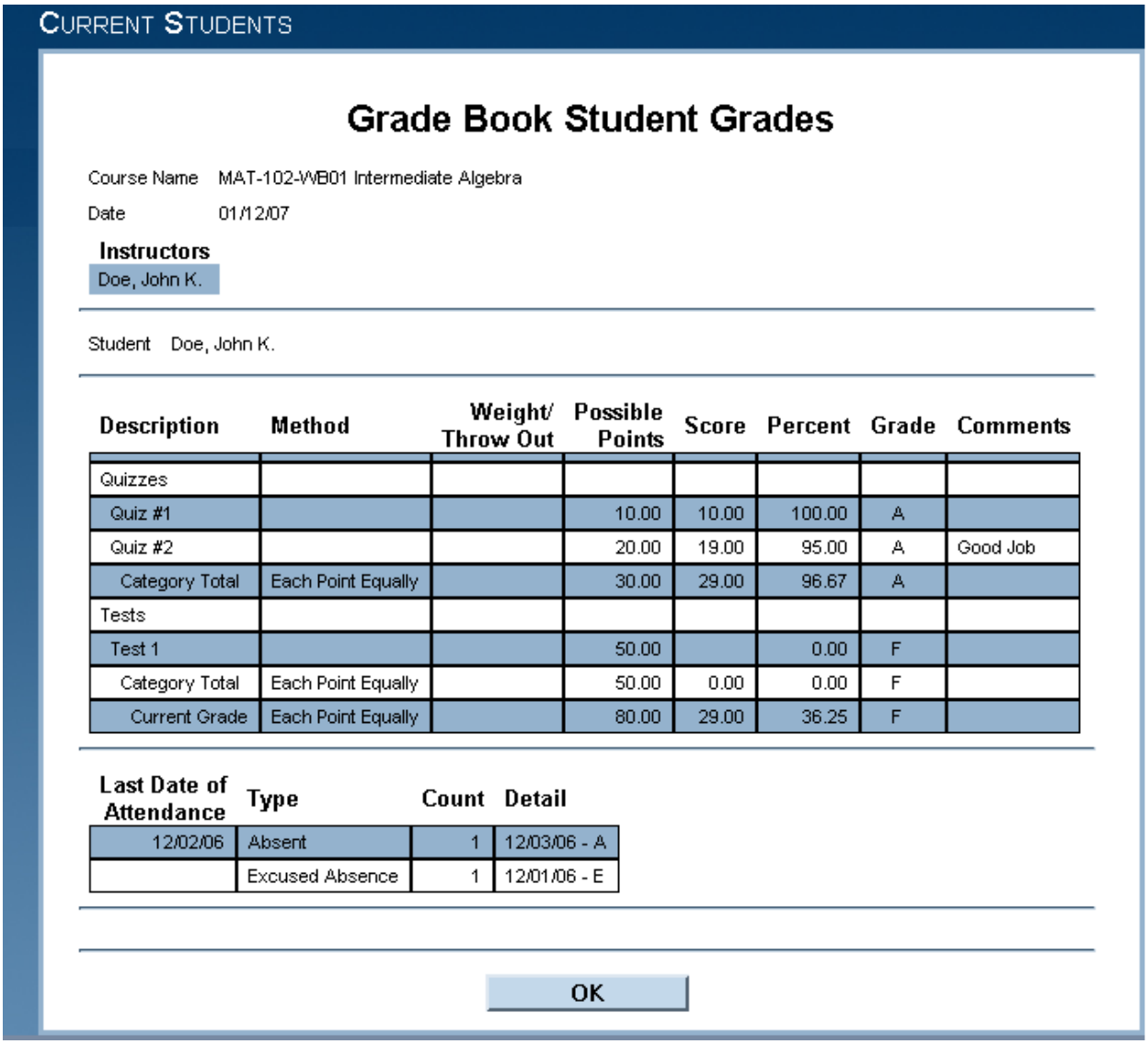
Click on "Grade Books and Attendance"



Check the box beside the term you want and click on "Submit".



Check the box beside the course you want and click on "Submit".


CURRENT STUDENTS
Grade Book Student Grades
Course Name MAT-102-WB01 Intermediate Algebra
Date 01/12/07
Instructors
Doe, John K.
Student Doe, John K.
Description Method Weight/ Throw Out Possible Points Score Percent Grade Comments
Quizzes
Quiz #1 10.00 10.00 100.00 A
Quiz #2 20.00 19.00 95.00 A Good Job
Category Total Each Point Equally 30.00 29.00 96.67 A
Tests
Test 1 50.00 0.00 F
Category Total Each Point Equally 50.00 0.00 0.00 F
Current Grade Each Point Equally 80.00 29.00 36.25 F
Last Date of Attendance Type Count Detail
12/02/06 Absent 1 12/03/06 - A
Excused Absence 1 12/01/06 - E
OK